

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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Board Meeting Minutes

Thursday, October 20, 2011, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members in attendance:	Guests:
Fred Sullivan, Chairman	Councilman Ray Gallucci, Ward 8
Aaron Guckian, Secretary	Councilwoman Donna Travis, Ward 6
Steven Sylven, P.E.	Dennis Setzko, P.E., AECOM
Gary Jarvis	Erik Meserve, P.E., AECOM
Peter Ginaitt	James Boyd, CRMC Policy Analyst
	Jane Austin, Save the Bay Policy Analyst
	Steve Garofalo, Garofalo & Associates
	Rebecca Weidman, The Cadmus Group, Inc.
	Ralph Jones, The Cadmus Group, Inc.
	MaryLou Reynolds
	Attorney Kelley Nickson Morris
Staff present:	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Patrick Doyle, Asst. Superintendent	Lynn F. Owens, Administrative Coordinator
Mathew J. Solitro, Collection Systems Mgr.	

1. Call to Order At 5:34 p.m. Chairman Sullivan called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held September 21, 2011.

ACTION: Mr. Sylven moved approval. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

3. Operation and Maintenance Division

a. Purchase Authorization: Repair of HVAC system in Administration Bldg.
Regan Heating and Air Conditioning: \$19,788.00

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ACTION: Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

b. Facilities Plan Amendment

Dennis Setzko, P.E., AECOM, to submit progress report

ACTION: Mr. Setzko and Mr. Meserve present.

Mr. Setzko reported that a staff meeting was held last week to present the findings of the piloting and wastewater characterization work. He stated AECOM has put together preliminary cost estimates up to this point. He stated a public information session will be scheduled for November 17th at 5:30 p.m. He stated AECOM will make a 20-30 minute presentation of all the work that has been done up to that point, and open it up to the public for questions and answers. He stated a public hearing will be held following the submission of the report to the RI Department of Environmental Management.

Mr. Meserve stated all modeling and piloting are complete; all existing processes have been evaluated. He stated each and every process is appropriately sized for future loads and flows and meets capacity needs. He stated AECOM is recommending the Kruger Acti-Flo process for phosphorous removal; cost will be in the \$10-12 million range. Mr. Setzko stated a few more weeks of cost evaluation is needed to finalize the cost.

Director Burke asked AECOM to discuss their assessment of the collection system. Mr. Meserve stated all interceptors within the collection system are fine. He stated two pump stations need improvement (impellers); seven ejector stations are antiquated and AECOM is recommending improvement to those stations (at an additional cost). He stated the Facilities Plan will also prioritize the replacement of aging equipment.

Mr. Ginaitt asked about the compliance timeline. Director Burke stated RIDEM expects WSA to complete construction by September 2014. She stated that debt service for this project has been incorporated into our latest rate study and recent changes to our rate structure and fee schedule. Mr. Guckian asked how WSA will fund the project. Director Burke stated WSA must ask for and receive authorization to use revenue bonds to borrow funds the project.

Mr. Sylven stated he is pleased with AECOM's performance on the Facilities Plan Amendment. AECOM will share with Mr. Sylven the draft Facilities Plan Amendment for his review and comment.

On November 17, 2011, AECOM will present the draft Facilities Plan Amendment to the Board during its regular meeting/public information session.

4. March 30, 2010 Pawtuxet River Flooding

a. Financial Report of Flood Expenses

Director Burke stated we are still paying invoices from Hart Engineering but they are very small compared to what they had been every month. She stated the Superintendent's goal is to have everything, all punch list items, wrapped up by December 1st. We are still looking at a total of \$14 Million or so in damages which includes road repairs as well as energy-efficiency upgrades being paid for out of the DOE grant.

b. Flood Protection Study AECOM to submit progress report

Mr. Setzko stated borings have been done at the facility; readings and elevations were taken at groundwater monitoring wells. He stated survey work started this week; mapping is next. He stated we'll then be able to correlate the data and consider options relative to flood protection.

c. Bellows Street Pumping Station

Director Burke said that WSA staff had a kick-off meeting with Crossman Engineering. She said Crossman is in the process of obtaining the new 100-year flood levels for that area of the Pawtuxet River. She said we have provided Crossman with as-built drawings for the existing pumping station, the gravity and force main sewers in the area, as well as standard specifications for our standard Godwin pump and controller packages. Director Burke stated the design should go pretty quickly and we are shooting to have an Order of Approval or permit package to the State by the end of the year. She stated this is being funded by the EDA grant.

d. Other Flood Mitigation Efforts: no report.

5. Collection Systems Division

a. Extension of Contract "AA" Miscellaneous Sewer Extensions through the award of Contract "BB" or December 31, 2011 (whichever occurs first): D'Ambra Construction Co., Inc.

ACTION: Director Burke stated the bid opening for Contract "BB" is scheduled for October 25, 2011. Mr. Solitro explained that this contract is for contractors to provide services to WSA for sewer line extensions and emergency response work; the new specifications have been incorporated into the document. Mr. Sylven stated the new specifications should be

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shared with Mr. Garofalo for his use if engineering work will continue on the Northwest Gorton Pond and O'Donnell Hill projects.

Mr. Sylven moved approval of the extension of Contract "AA". Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

b. Emergency Purchase Authorization

CIPP Lining, Advanced Wastewater Treatment Facility underground pipe
Advanced Pipe Inspection, Inc.: \$19,100.00

ACTION: Approved by Mayor Avedisian on September 29, 2011.

This emergency work is complete. In accordance with WSA emergency purchase procedures, a formal vote must be documented at the next regular meeting.

Mr. Guckian moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

Mr. Jarvis asked about the reinforced concrete pipe running under Route 95. Mr. Solitro stated WSA is collecting estimates for three options to address the aging sewer line; epoxy coating, cured in place piping and butt-pipe fusing. Director Burke stated this is a critical asset that must be budgeted for maintenance and repair; WSA is being proactive in looking at this prior to an emergency. The Board discussed this critical asset and asked for more information at the next meeting. Mr. Ginaitt highlighted the need for sustainable funding to maintain our critical assets and infrastructure.

c. Sewer Project Update Reports

i. Construction Services

1. Governor Francis Farms Phase II: Mr. Solitro reported that punch list items are being addressed, including puddling on some streets. He stated 90 properties are connected out of 363 available services.
2. Bayside IV/Longmeadow: Mr. Solitro stated approximately 225 properties have sewer service available; 8 have already connected. He stated the balance of the location cards should be received within a few weeks. He said everything will be in temporary/permanent binder course for the winter; final pavement restoration, loam and seed and any punch list items are planned for the spring.

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ACTION: No action necessary.

ii. Engineering Services

1. Governor Francis Farms Phase III

Director Burke provided an update report to the Board on available lots for the pumping station. She stated one lot has been identified; legal counsel will assist in moving forward with the purchase of the lot.

2. Bayside I-III

3. Northwest Gorton Pond: Garofalo & Associates, Inc.

4. O'Donnell Hill: Garofalo & Associates, Inc.

ACTION: Mr. Steve Garofalo in attendance to provide an update report on the status of engineering work for Northwest Gorton Pond and O'Donnell Hill. Director Burke stated that WSA has no funding for these projects, but the Chairman suggested Mr. Garofalo report on what is needed to get these projects off the ground should funding become available.

Mr. Garofalo provided an update report on Northwest Gorton Pond.

Mr. Garofalo also provided an update report on O'Donnell Hill (East Natick area).

Mr. Guckian asked that the remaining work on these projects be prioritized for presentation to the Board at an upcoming meeting. Director Burke stated in order to get these projects shovel-ready, more engineering work is needed. She stated funding for continued engineering work is limited, and no funds are available for construction.

Mr. Jarvis urged caution in spending for continued engineering of projects where there is no funding for construction.

d. Cedar Swamp Pumping Station Improvements: Update Report

ACTION: Director Burke stated as part of the borrowing to repay ourselves for emergency repairs at the station, we have gotten authorization to make some additional improvements to the ventilation system. She stated we are planning to upgrade the lighting and electrical systems at the station.

6. Billing Services Division

a. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
MaryLou Reynolds	48B Saint George Court Plat 314 Lot 93	Assessed on 2.65 acres; as it exists, lot cannot be subdivided. Assess at 150' with resolution allowing assessment if ever developed.	\$60,574.90

ACTION: Property owner MaryLou Reynolds and Attorney Kelly Morris present. Director Burke stated this request is identical to the appeal of neighboring property owners James and Lynda Maintanis which was approved by the WSA Board in July. She stated we are recommending the same consideration for Ms. Reynolds.

Attorney Morris stated that she had spoken with Mr. Revens earlier today about the language of the resolution. She stated there was one provision in the resolution regarding mandatory connection and asked that the provision be removed from the resolution. She stated we discussed putting it on the record that if we apply for a waiver of the mandatory sewer connection order, and we receive it, we wouldn't have to come back to the Board. She said she was not sure if Ms. Reynolds will meet the standard for a waiver of the mandatory connection order, but they didn't want this deferment to be in consideration of the mandatory connection, if that standard is met. Attorney Revens stated the language in the resolution does not prevent the property owner from applying for a deferment of the connection order; if they meet the standard they get the deferment. Director Burke reviewed the procedure for requesting a deferment of the mandatory connection order.

Mr. Ginaitt moved to approve the abatement. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

7. Administrative Items

a. Resolution regarding Connect Capable Fee and Sewer Use Rates

ACTION: Director Burke said she wanted to keep this on the agenda to keep the Board informed as to what is happening with the Connect Capable Fee. She stated right now, the request is before the City Council Finance Committee. She said discussion on it has been deferred several times. Director Burke stated that, currently, it is scheduled for a hearing in the Finance Committee on November 7th. She said she had provided the sponsor, Councilman Colantuono, with additional information and data on Connect Capable. She said she will plan to attend the November 7th meeting to make our case; depending on what happens, there may or may not be action required on your part.

b. Director's Report

i. Effective Utility Management Implementation Plan: The Cadmus Group, Inc.

Director Burke said when she first got to WSA, she conducted a staff survey to identify priority issues for the agency, of which the top ranking were financial viability, infrastructure stability and customer satisfaction. She introduced Ralph Jones and Rebecca Weidman of The Cadmus Group, Inc., who have been working on an Effective Utility Management Implementation Plan for the WSA. The Cadmus Group, Inc., using USEPA grant funds, is providing technical assistance to the WSA to help address several priority issues that will help the utility be more successful in its operations. They designed a communications plan; draft brochures were distributed to the Board members and those in attendance.

Mr. Jones stated The Cadmus Group will provide services directly relative to WSA's priority infrastructure issues, create a spreadsheet-based model to enable WSA to review all assets, evaluate them based on useful/remaining life, current condition, and criticality, and then develop a priority ranking system. He stated attached to that will be cost estimates and financing options to identify the most cost-effective way to timely replace or rehabilitate all of the assets in the system and lay out a twenty-year plan.

Mr. Jones stated that in his travels throughout the country he has never visited a sewer authority that has a large plant and a large collection system but does not require people to connect; he questioned why that is in Warwick. He said The Cadmus Group will try to assist with that issue. He said it has been a pleasure working with Janine and staff.

Ms. Weidman reviewed with the Board the community outreach communications plan The Cadmus Group has developed for WSA. She said the goal of the communications plan is to reach out to the community and get more sewer connections, which will bring in more revenue and create more equity within the service area. She distributed a draft brochure and asked for Board comment. She stated a special website will be created to lay out the benefits of connecting and provide information on how to connect and finance the connection. Ms. Weidman stated the goal of our work is to give WSA the information and tools so you can go forward with a plan.

Mr. Ginaitt commented that USEPA sees value in getting non-point source systems replaced. Mr. Sylven stated the brochure is a good public outreach document. Mr. Guckian suggested the brochure

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include the language “contact a drainlayer OR master plumber”. Mr. Sylven asked for an estimate on the cost to implement this plan. Ms. Burke thought it wouldn’t cost too much. Mr. Jones suggested WSA ask USEPA Region 1 if they would share this local information on their website. Mr. Ginaitt suggested this may be a case study of local government partnering with the federal agency. Ms. Weidman said the State has been engaged in this project and could potentially be another partner.

The Board thanked Mr. Jones and Ms. Weidman for their assistance.

- ii. Financial Report: provided in agenda packets.
 - iii. Administrative Schedule: Director Burke stated the next Board meeting is November 17th at which time we will have a presentation for the Board and the public on the draft Facilities Plan.
 - iv. Grinder Pump issues: Director Burke stated this is related to a customer who expressed concerns about the cost of operation, useful life and optional extended warranties. She stated WSA is going out to bid for the purchase of additional grinder pumps to include start-up inspections and requesting estimates on extended warranties and service contracts. She stated we are trying to listen and address some of the concerns of these users.
- c. Chairman’s Report
- d. Sewer Assessment Committee Report: Mr. Jarvis reported that the committee met a few weeks ago and continues to work on suggestions to amend the regulations and the enabling legislation to bring about a more equitable means of assessment. He stated we’ve reached out to other communities and have started to hone in on a really fair and equitable assessment method to reduce the variances in assessments. The next meeting is scheduled for November 10th.

8. Consent Agenda – Correspondence

- a. Homeowner Safety Valve Company to Marilyn Haggarty (9-8-11)
- b. WSA Director’s Report to Mayor Avedisian (9-22-11)
- c. WSA to Kent County Water Authority regarding 1990 Agreement (9-27-11)
- d. WSA financial report to the City Council (9-30-11)
- e. Assessment deferment renewal: Plat 364 Lot 210 (10-11)
- f. Assessment deferment renewal: Plat 364 Lot 212 (10-11)
- g. WSA MSCP quarterly report to CRMC (10-14-11)
- h. US Dept. of Commerce EDA to WSA on award of funds (10-14-11)

ACTION: Mr. Ginaitt commented on the good effort put forth on item a.

Mr. Guckian moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

9. Consent Agenda – Drainlayer License (New)

- a. Lucas D'Alesandro, d/b/a Foster Excavation, Inc.

ACTION: Mr. Guckian moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

10. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

NONE

11. Old Business

- a. WSA Deferment Policy
- b. Mandatory Sewer Connection Program
- c. Amendments to By-Laws
- d. Modifications to Septage Hauling Regulations
- e. GIS Program Status

NO DISCUSSION

12. PUBLIC COMMENT PERIOD

Comments only may be addressed to the WSA Board who will take them under advisement.

Mr. Robert Murray shared his comments relative to the sewer assessment rate in Governor Francis Farms Phase II.

Mr. Gene Nadeau shared his comments with the Board.

Mr. Tom Uva shared his comments relative to the cost of operating and maintaining grinder pumps. He provided the Board with copies of a letter sent to WSA Executive Director Juan Mariscal from the Arnolds Neck Association.

Mr. Robert Cote shared his comments relative to flood mitigation.

Mr. Roy Dempsey shared his comments relative to improvements to the berm, stabilization of sewer rates and sewer assessments.

Mr. Roger Durand shared his comments relative to the cost of sewer service.

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13. Adjournment

Mr. Ginaitt moved to adjourn the meeting. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 7:17 p.m. this meeting ended.

Aaron Guckian, Secretary